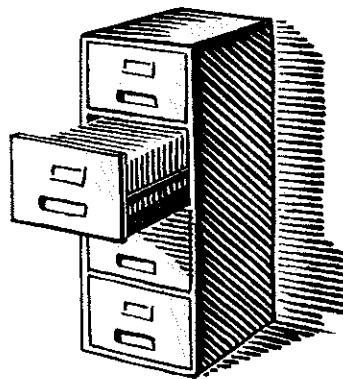


Safety Documentation



Industrial and Production Equipment Inspections

Safety Documentation for Equipment

Equipment Item and When Inspected	Standard	Years Documentation Retained
Air Compressors-Safety valves at frequent and regular intervals.	29 CFR 1910.169(b)(3)(iv)	3 Years
Auto Lifts-When used with documentation. Periodic follow the recommendations of the manufacturers to frequency; at a minimum all inspections points must be checked at least annually. Preventative maintenance in accordance with the recommendations of the lift manufacturer.	ANSI/ALI ALOIM-2000 American Lift Institute Standard for Automotive Lifts	3 Years
Boilers-High pressure annual. Low pressure bi-annual. Not inspected by cabinet personnel	Kentucky State Boiler Code	3 Years
Forklifts-When used with documentation.	29 CFR 1910.178(g)(7)	3 Years
Hand and Portable Power Tools-Before each use; documentation not required.	29 CFR 1910.242(a)	3 Years
Hoist, Chains-Monthly with documentation.	29 CFR 179(j)(2)(iv)	3 Years
Hoist, Hooks-Monthly with documentation.	29 CFR 179(j)(2)(iii)	3 Years
Hoist, Mechanism and track system-Monthly (visual) when the crane/hoist is used on a daily or weekly basis. Annual-preventative maintenance.	29 CFR 1910.179(j)	3 Years
Industrial Equipment-Annual at beginning of the school year. Instructors may conduct inspections more frequent and Principals may require additional inspections.	29 CFR 1910.242(a)	3 Years
Jacks-Constant or Intermittent use: every 6 months.	29 CFR 1910.244(a)(2)(vi)(a)	3 Years
Ladders-Monthly, documentation not required.	29 CFR 1910.25(d)(1)(x)	3 Years
PPE (glasses, footwear, helmets, gloves)-Monthly, documentation not required.	29 CFR 1910.132(e)	4 Years, Ref OSU #18
Welding Equipment-Annual at beginning of the school year. Instructors may conduct inspections more frequent and Principals may require additional inspections.	29 CFR 1910.242(a)	3 Years

Safety Documentation for Equipment

Industrial Equipment Requiring Inspection Documentation
Band saws
Cement making machinery
Chainsaws
Compressors
Cutting machines, machine tool
Drill Press
Drilling machine tools, metal cutting
Grinders, floor and bench
Industrial maintenance machinery
Jointers
Lathes, metal working
Lathes, wood working
Machine tools
Man lifts
Metalworking machinery
Paint spray equipment
Printing trades machinery
Sanding machines
Saws, metal cutting
Saws, power--bench and table
Welding machinery
Woodworking machinery

Requirements for Equipment Inspectors

Air Compressors-29 CFR 1910.169(b)(3)(iv)

- No qualifications for inspectors.

Auto Lifts-ANSI/ALI OIM 2000 American Lift Institute Standard for Automotive Lifts

- Daily Inspector Qualification
 - Conducted by the Program Instructors to their level of training.
- Periodic Inspector Qualifications
 - Knowledge of personal safety practices necessary to perform routine and periodic inspections.
 - Familiarity with industry terminology.
 - Ability to read and understand equipment manuals, drawings and parts lifts.
 - Knowledge of purpose and function of all components, devices and accessories commonly employed on automotive lifts.
 - Working knowledge of electrical and electronic control circuit principles as applied to the operation of pumps, motors, valves and switches.
 - Working knowledge of mechanical principles as applied to structures, machines, mechanisms, and the effects of traction on ropes, chains and sheaves.
 - Working knowledge of hydraulic principles as applied to the operation of valves, pumps, cylinders, and piping.
 - Working knowledge of pneumatic principles as applied to the operation of valves, compressors, cylinders, pressure vessels, and piping.
 - Knowledge of the many and varied types and styles of automotive lifts, their uses, and any limitations or restricted applications.
- Preventative Maintenance
 - Preventative maintenance technicians shall meet the qualifications of a lift operator, be familiar with and follow the appropriate OSHA Standards and possess demonstrated proficiency in the use of tools in the performance of preventative maintenance duties.
 - Personnel qualified to perform preventative maintenance of automotive lifts should be achieved through formal training or experience in automotive lift operation and general equipment maintenance.

Boilers-Not done by ATC personnel.

Forklifts-29 CFR 1910.178(g)(7) and ANSI/ITSDF B56. 1-2005 5.5

- Daily Inspector Qualification
 - Conducted by the equipment operators; included in OSHA required training.

Hand and Portable Power Tools-29 CFR 1910.242(a)

- Conducted by the Program Instructors based on OSHA Standards.

Hoist Chains-29 CFR 1910.179(j)(2)(iv)

- Conducted by the Program Instructors to their level of training.
- OSHA Standards lists what to include in an inspection.

Hoist Hooks-29 CFR 1910.179(j)(2)(iii)

- Conducted by the Program Instructors to their level of training.
- OSHA Standards lists what to include in an inspection.

Hoist Mechanism and Track System 29 CFR 1910.179(j) and The Crain, Hoist and Monorail Alliance

- Monthly
 - Conducted by the Program Instructors based on OSHA Standards.
- Preventative Maintenance.
 - Conducted by manufacture's service technician.

Industrial Equipment-29 CFR 1910.242(a)

- Beginning of School Year
 - Conducted by the Program Instructors to their level of training using the appropriate operator's manual.

Jacks-29 CFR 1910.242(a)

- Conducted by the Program Instructors to their level of training using the appropriate operator's manual.; or,
- Conducted by manufacture's service technician.

Ladders-29 CFR 1910.25(d)(1)(x)

- Conducted by the Program Instructors to their level of training using the appropriate operator's manual.

Personal Protective Equipment-29 CFR 1910.132(e)

- Conducted by the Program Instructors based on OSHA Standards.

Welding Equipment-29 CFR 1910.242(a)

- Beginning of School Year
 - Conducted by the Program Instructors to their level of training using the appropriate operator's manual.

AUTO LIFT INSPECTION

Make: _____ Model: _____ Serial # _____

Instructions:

1. Check (✓) the appropriate box as each item is completed. If there is more than one inspector, each person will initial the item they inspected.
2. Record comments, observations and the date items were repaired or replaced.
3. If any item was not inspected, write "NI" in the comments box. If any item is not applicable to this auto lift, write "NA".
4. Sign and date at the bottom when all items are completed.

Inspection / Service Item	OK	Needs Repair	Repaired/ Replaced	Comments / Date Repaired or Replaced
15 minute leak test (vehicle elevated)				
HYDRAULIC SYSTEM				
CAPACITY _____ lbs				
Test Function:				
Oil Level & Inspect for Leaks:				
Valves:				
Hoses:				
CABLES, CHAINS, V-BELTS, SPINDLES				
Check for Excess Play:				
Amount of Wear:				
Cables Lubricated:				
Pulleys Greased:				
PULLEYS, PINS & SPROCKETS				
Condition:				
COLUMNS, POSTS				
Rust / Damage / Wear:				
Alignment:				
Rubbing Blocks or Guide Rollers:				
ROLLING BRIDGE, WHEEL FREE				
CAPACITY: _____ lbs				
Leak Test:				
Locks:				
Rollers or Slides:				
GENERAL				
Decking & Covers Secured:				
Anchor Bolts & Other Fasteners:				
Swing Arm Restraints, Telescoping Stops:				
Wheel Chocks:				
Runway Stops:				
Drive-up Ramps:				
Test Lift Locks:				
Inspect / Test Other Safety Features:				
ELECTRICAL				
Function of Switches:				
Limit Switch:				
Condition of Terminals:				
OTHER				

Inspected by: _____ Date completed: _____

**Education and Workforce Development Cabinet
Office of Career and Technical Education**

Equipment Inspection Record

ATC:	Program:	Instructor:
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Equipment inspections are to be done according to the Documentation Criteria.

[illegible]

Fork Lift Safety Inspection Form

	Yes	No	N/A	Notes
Visual Inspection				
Battery Cleanliness				
Battery Water Level				
Break and Pedal				
Data Plate and Decals				
Engine Oil Level				
Fire Extinguisher				
Forks				
Hoist Mechanism (Mast Chains)				
Horn				
Neutral Start Feature				
Park Brake				
Radiator and Coolant				
Safety Equipment				
Seat Belt				
Steering Mechanism				

Comments and Observations:

Facility:

Date:

Lift Name:

Model:

Serial Number:



Education Cabinet
Office of Career and Technical Education

Lockout/Tagout Procedures

School: _____

Program: _____ Teacher: _____

Each program should have a list of equipment requiring Lockout/Tagout. The teacher should compile this at the beginning of the school year. (Attach additional page if required.) Duplicate the completed form and complete each time it is necessary to lockout or tagout any of the equipment listed. Keep completed forms on file.

The following machines and equipment fall under the requirements of 29 CFR 1910.147, the Control of Hazardous Energy (Lockout/Tagout). For this reason, appropriate lockout procedures must be performed each time servicing or maintenance is performed.

List of Machines or Equipment covered by this procedure:

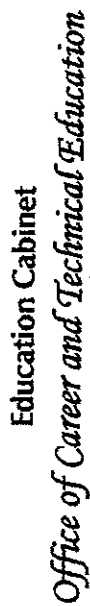
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

(Indicate Machine or Equipment number from above list)

Date:		Time:		Of Lockout or Tagout
Date:		Time:		Returned to Service

1.	Energy Types:	
2.	Names of stored energy and methods to dissipate or restrain:	
3.	Methods selected - Lockout or Tagout:	
4.	Names or job titles of authorized personnel:	

Equal Education and Employment Opportunities M/F/D



Used Motor Oil Recovery and Disposal

(Note: Antifreeze cannot be added to Used Oil)

School:

School Year:

[illegible]

Receipts from Disposal Company and this Log must be on file in School Office.

Equal Education and Employment Opportunities M/F/D

OCTE

Rev: January 2006

PPM
Safety - Instructional Programs

